



Role Appointment Process

- **WHO:** Appointing/designating authority
- **WHAT:** Makes written request to LMS
- **HOW:** Via message to Army Training Help Desk (<https://ask-atsc.atsc.army.mil>)
- **WHEN:** Prior to designee accessing LMS in requested role



ATHD Composition

- **The Army Training Help Desk (ATHD) is made up of three functional components:**
 - Distributed Learning System (DLS)
 - Army Training Support Center (ATSC)
 - Proponent (School)
- **These organizations are accessed by the soldier or civilian through a single portal: ATSC's Help Desk at ASK-ATSC.**
 - 1-800-ASK-ATSC
 - <https://ask-atsc.atsc.army.mil>



Component Organization Responsibilities

ATSC	DLS	Proponent
ATIS-related Training Development Training Resources Collective Training Legacy Systems Army & TASS TRADOC Policy CRXXI Regulations & Publications DL Contracts	DTF-related Facilities Network VTT LMS-related Access Functions Sys/Admin	Courseware Content Usability Proponent Doctrine Resident Issues eMentor Help Subject Research

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Role Appointment Example

Address https://ask-atsc.atsc.army.mil/Scripts/rightnow.cfg/php.exe/enduser/ask.php?p_sid=pt1Fblbh&p_lva=&p_sp=&p

Support Home Find Answers Ask a Question My Profile

Identification

* Login Name:

Your Question is...

Subject:

Request the following individual from my unit/organization be appointed the Role of Facility Manager for training facilities at Fort Olympia...

A&O User Name: Jan.Itor
 Location: Fort Olympia, WA
 Domain: Fort Olympia Common
 John J. Osix, COL, Dir., Plans, Trng and Mob., Fort Olympia

Additional Information

* Category:

(needed to assign to the correct SME^{ask}; if uncertain select other) Click on :

* Denotes a required field. ** Subject Matter Expert

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Five Essential Message Elements

- **AKO User Name**
- **Location of RBU (esp. Faculty)**
- **Requested Role(s)**
- **Appointing Authority**
- **Security Domain (requesting organization)**



To Ensure Successful Appointments...

NOTE:

The individual appointed must have an existing account established in the LMS.

SysAdmin cannot add Roles to a Learner who is not in the system.

**Establishing an account is as easy as
LOGGING IN ONE TIME.**

